



St John's C of E Primary School

Parent / Carer Code of Conduct

Policy Written By	Headteacher
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Parent / Carer Code of Conduct

Our Vision

Learn Together • Achieve Together • Celebrate Together •
“and let your light shine.” Matthew 5:16”

Our Mission Statement

To enable all children to achieve their true potential in a caring Christian community.

Our Values

Respect • Responsibility • Kindness • Truthfulness • Perseverance •

1. Introduction

This policy has been written in-line with the school values to ensure that behaviour and attitudes towards each other are always the best they possibly can be.

At St John’s we say we ‘live by our values’ and believe it’s important to:

- Work in partnership with parents/carers to support their child’s learning.
- Create a safe, respectful and caring Christian community that is an inclusive environment for pupils/carers, staff and parents.
- Model appropriate behaviour for our pupils at all times.

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct), the Governors (through the Governor Code of Conduct) and pupils (through our Behaviour Management Policy and their Code of Conduct).

This code of conduct aims to help the school work together with parents/carers by setting guidelines on appropriate behaviour.

We use the term ‘parents’ to refer to:

- Anyone with parental responsibility for a pupil

We use the term ‘carers’ to refer to:

- Grandparents, child minders, family relatives, foster carers.

2. Our expectations of parents and carers

We expect parents/carers and other visitors to:

- Respect the ethos, vision and values of our school.
- Work together with staff in the best interests of the pupils.
- Treat all members of the school community with respect – setting a good example with speech and behaviour.
- Seek a peaceful solution to all issues.
- Correct their own child’s behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct.
- Approach the right member of school staff to help resolve any issues of concern.
- Work with their child in ensuring they follow the Pupil Code of Conduct.

3. Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches).
- Swearing, or using offensive language.
- Displaying a temper, or shouting at members of staff, pupils or other parents.
- Threatening another member of the school community.
- Sending abusive messages to another member of the school community, including via text, email or social media.
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms.
- Use of physical punishment against your child while on school premises.
- Any aggressive behaviour (including physical, verbal or in writing) towards another child or adult.
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention.
- Smoking/vaping or drinking alcohol on the school premises. Alcohol can be consumed, by adults, responsibly during specific licenced school events.
- Possessing or taking illegal drugs, including legal highs, on school premises.
- Bringing dogs onto the school premises (other than guide dogs or at the main playground permitted dog friendly location)

4. Breaching the code of conduct

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent/carer about the incident.

Depending on the nature of the incident, the school may:

- Send a warning letter to the parent/carer. (Appendix 1)
- Invite the parent/carer into school to meet with a senior member of staff or the Headteacher
- Contact the appropriate authorities, in cases of criminal behaviour.
- Seek advice from Essex County Council Legal Advisors regarding further action, in cases of conduct that may be classed as libellous or slanderous.
- Ban the parent from the school site. (Appendix 2)

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the Headteacher.

The Headteacher will consult the chair of governors before banning a parent from the school site.

Appendix 1: Initial warning letter from the headteacher

Dear [parent name],

I've received a report about your conduct on [time and date].

[Summary of incident, including location, and the effect on staff, pupils and other parents.]

If the incident is minor, add:

This behaviour is not in keeping with our parent code of conduct. [Please find a copy attached to this letter.]

If the incident is more serious, add:

As written in our parent code of conduct, we do not tolerate this kind of behaviour in our school. [Please find a copy attached to this letter.]

We believe that all staff, pupils and parents are entitled to a safe, respectful and inclusive environment, and that parents are as responsible for creating this environment as school staff.

Continue with:

Further breaches of the code of conduct may result in a ban from the school premises.

If you want to invite the parent in for a meeting, add:

I'd like to invite you in to school to discuss this incident, and how we can work together to prevent similar issues in the future.

Please contact the school office on [phone number] to book an appointment.

Yours sincerely

Headteacher

Appendix 2 - Model letter banning a parent from the school site

Dear [parent name],

I am writing to inform you that, after consultation with the chair of governors, I am banning you from the school site until [date].

You can also choose to ban a parent permanently. In that case, amend the sentence above.

Despite previous correspondence and conversations about your conduct, there have been further breaches of our parent code of conduct.

[Include details of the incidents, including dates, locations and effects on staff/pupils/other parents for every relevant incident.]

If you do not comply with the ban, I will arrange for you to be removed from the grounds and you may be prosecuted under Section 547 of the Education Act 1996.

If you would like to raise a complaint, you can do so using the school's complaints procedures, which are available on our website.

Yours sincerely

Headteacher